

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) JACKSON, RYAN T.					2. Social Security Number (b) (6)		3. Date of Birth		4. Effective Date 11/13/2019						
FIRST ACTION					SECOND ACTION										
5-A. Code 847		5-B. Nature of Action GROUP TIME OFF AWARD			6-A. Code		6-B. Nature of Action								
5-C. Code		5-D. Legal Authority			6-C. Code		6-D. Legal Authority								
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number					15. TO: Position Title and Number CHIEF OF STAFF A0000000 0013006										
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award 40 HRS	21. Pay Basis		
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON, DC										
EMPLOYEE DATA															
23. Veterans Preference (b) (6) 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF (b) (6)					
27. FEGLI (b) (6)					28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0						
30. Retirement Plan K FERS & FICA			31. Service Comp. Date (Leave) (b) (6)		32. Work Schedule F FULL-TIME				33. Part-Time Hours Per Biweekly Pay Period						
POSITION DATA															
34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT (b) (6)		42. EDUC LVL 15		43. SUPV STAT 2		44. POSITION SENSITIVITY HIGH RISK							
45. Remarks YOU HAVE BEEN GRANTED 40 HOURS OF TIME-OFF WITHOUT CHARGE TO LEAVE OR LOSS OF PAY. YOU HAVE 365 DAYS FROM THE EFFECTIVE DATE OF THIS SF50 TO USE THIS AWARD. ANY TIME-OFF AWARD HOURS NOT USED WILL BE FORFEITED AND CANNOT BE CONVERTED TO CASH OR ANOTHER TYPE OF LEAVE. EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO							50. Signature/Authentication and Title of Approving Official 192370327 / ELECTRONICALLY SIGNED BY: JEREMY A. TAYLOR HUMAN RESOURCES OFFICER								
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 11/13/2019											



NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) JACKSON, RYAN T.					2. Social Security Number (b) (6)		3. Date of Birth		4. Effective Date 02/21/2020							
FIRST ACTION					SECOND ACTION											
5-A. Code 317		5-B. Nature of Action RESIGNATION			6-A. Code		6-B. Nature of Action									
5-C. Code RUM		5-D. Legal Authority REG 715.202 OTHER			6-C. Code		6-D. Legal Authority									
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority									
7. FROM: Position Title and Number CHIEF OF STAFF A0000000 0013006					15. TO: Position Title and Number											
8. Pay Plan ES		9. Occ. Code 0340	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary 183100		13. Pay Basis PA		16. Pay Plan		17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award		21. Pay Basis
12A. Basic Pay 183100		12B. Locality Adj. 0		12C. Adj. Basic Pay 183100		12D. Other Pay 0		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay		
14. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON,DC					22. Name and Location of Position's Organization											
EMPLOYEE DATA																
23. Veterans Preference (b) (6)					24. Tenure 0			25. Agency Use		26. Veterans Preference for RIF (b) (6)						
27. FEGLI (b) (6)					28. Annuitant Indicator 9			29. Pay Rate Determinant 0								
30. Retirement Plan K FERS & FICA			31. Service Comp. Date (Leave) (b) (6)		32. Work Schedule F FULL-TIME			33. Part-Time Hours Per Biweekly Pay Period								
POSITION DATA																
34. Position Occupied 3				35. FLSA Category E			36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA												
40. Agency Data FUNC CLS 00		41. VET STAT (b) (6)		42. EDUC LVL 15		43. SUPV STAT 2		44. POSITION SENSITIVITY HIGH RISK								
45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207 (C) FORWARDING ADDRESS: (b) (6) THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 LUMP-SUM PAYMENT TO BE MADE FOR ANY UNUSED ANNUAL LEAVE. HEALTH BENEFITS COVERAGE IS EXTENDED FOR 31 DAYS DURING WHICH YOU ARE ELIGIBLE TO CONVERT TO AN INDIVIDUAL POLICY (NONGROUP CONTRACT). YOU ARE ALSO ELIGIBLE FOR TEMPORARY CONTINUATION OF YOUR FEHB COVERAGE FOR UP TO 18 MONTHS. (b) (6)																
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO					50. Signature/Authentication and Title of Approving Official 200550179 / ELECTRONICALLY SIGNED BY: JEREMY A. TAYLOR HUMAN RESOURCES OFFICER											
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 02/21/2020												



NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) JACKSON, RYAN T.				2. Social Security Number (b) (6)		3. Date of Birth		4. Effective Date 09/29/2019			
FIRST ACTION				SECOND ACTION							
5-A. Code 891		5-B. Nature of Action REG PERF PAY		6-A. Code		6-B. Nature of Action					
5-C. Code Q3A		5-D. Legal Authority E.O. 13866 DATED 03/28/19		6-C. Code		6-D. Legal Authority					
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number CHIEF OF STAFF A0000000 0013006				15. TO: Position Title and Number CHIEF OF STAFF A0000000 0013006							
8. Pay Plan ES		9. Occ. Code 0340		10. Grade or Level 00		11. Step or Rate 00		12. Total Salary 179700		13. Pay Basis PA	
16. Pay Plan ES		17. Occ. Code 0340		18. Grade or Level 00		19. Step or Rate 00		20. Total Salary/Award 183100		21. Pay Basis PA	
12A. Basic Pay 179700		12B. Locality Adj. 0		12C. Adj. Basic Pay 179700		12D. Other Pay 0		20A. Basic Pay 183100		20B. Locality Adj. 0	
								20C. Adj. Basic Pay 183100		20D. Other Pay 0	
14. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON,DC				22. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON,DC							
EMPLOYEE DATA											
23. Veterans Preference (b) (6) None 3 - 10-Point/Disability 5 - 10-Point/Other 6 - 10-Point/Compensable/30%				24. Tenure 0 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite				25. Agency Use		26. Veterans Preference for RIF (b) (6)	
27. FEGLI (b) (6)				28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0			
30. Retirement Plan K FERS & FICA				31. Service Comp. Date (Leave) (b) (6)				32. Work Schedule F FULL-TIME			
33. Part-Time Hours Per Biweekly Pay Period											
POSITION DATA											
34. Position Occupied 3 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt				36. Appropriation Code			
37. Bargaining Unit Status 8888											
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA							
40. Agency Data FUNC CLS 00		41. VET STAT (b) (6)		42. EDUC LVL 15		43. SUPV STAT 2		44. POSITION SENSITIVITY HIGH RISK			
45. Remarks EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102											
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 192156320 / ELECTRONICALLY SIGNED BY:					
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 09/29/2019		JEREMY A. TAYLOR HUMAN RESOURCES OFFICER					



NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) JACKSON, RYAN T.					2. Social Security Number (b) (6)		3. Date of Birth		4. Effective Date 02/22/2017						
FIRST ACTION					SECOND ACTION										
5-A. Code 002		5-B. Nature of Action CORRECTION			6-A. Code 146		6-B. Nature of Action SES NON-CAREER APPT								
5-C. Code		5-D. Legal Authority			6-C. Code V4L		6-D. Legal Authority 5 U.S.C. 3394(A) NONCAREER								
5-E. Code		5-F. Legal Authority			6-E. Code AWM		6-F. Legal Authority OPM FORM 1652								
7. FROM: Position Title and Number					15. TO: Position Title and Number CHIEF OF STAFF A0000000 0013006										
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan ES	17. Occ. Code 0340	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 179700	21. Pay Basis PA				
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay 179700		20B. Locality Adj. 0		20C. Adj. Basic Pay 179700		20D. Other Pay 0	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON,DC										
EMPLOYEE DATA															
23. Veterans Preference (b) (6) 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF (b) (6)					
27. FEGLI (b) (6)					28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0						
30. Retirement Plan K FERS & FICA				31. Service Comp. Date (Leave) (b) (6)		32. Work Schedule F FULL-TIME			33. Part-Time Hours Per Biweekly Pay Period						
POSITION DATA															
34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status 8888						
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT (b) (6)		42. EDUC LVL 15		43. SUPV STAT 2		44. POSITION SENSITIVITY HIGH RISK							
45. Remarks CORRECTS ITEM NUMBER 30 FROM KF CORRECTS ITEM NUMBER 31 FROM 02/22/2017															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO					50. Signature/Authentication and Title of Approving Official 170699136 / ELECTRONICALLY SIGNED BY: BENJAMIN H. PEABODY ACTG DIR, EXEC RESOURCES DIV, OHR										
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 03/30/2017											



Ryan Jackson

(b) (6)

MANAGEMENT AND POLICY EXPERIENCE

STAFF DIRECTOR, U.S. Senate Environment and Public Works Committee, Washington, D.C. (2015-present)

- Manage office with 20 Republican staff and administer two-year \$10.4 million budget with additional responsibility for nearly 50 total committee staff, personnel, equipment, and technology expenses.
- Develop, coordinate, and execute a targeted legislative, policy, oversight, and public outreach agenda for one of 20 committees in the U.S. Senate for the 114th Congress.
- Responsible for overseeing or conducting 72 hearings and business meetings, enacting over 40 new laws, confirming 7 Presidential nominations, and issuing 5 oversight reports.
- Offer legislative, policy, and procedural counsel to 11 Republican Senators of the committee and other Senators.
- Chief liaison to the Senate and House leadership and to the White House and work extensively with the U.S. Environmental Protection Agency, Department of Interior, U.S. Army Corps of Engineers, among other regulatory agencies.
- Direct involvement through writing or negotiating the following bipartisan legislation:
 - *Fixing America's Surface Transportation Act* (Public Law 114-94)
 - First 4 year plus highway bill enacted since 2005 investing \$305 billion in interstate building and modernization
 - *Frank R Lautenberg Chemical Safety for the 21st Century Act* (Public Law 114-182)
 - First major environmental legislation enacted since 1996
 - *Water Infrastructure Improvements for the Nation Act* (Public Law 114-332)
 - \$11 billion authorization for ports, navigation, and water infrastructure including assistance for lead contaminated drinking water infrastructure for Flint and similar communities
 - *BUILD Act – Brownfields Reauthorization* (S. 1476, passed U.S. Senate June 27, 2016)
 - *Coal Combustion Residuals State Regulation* (Public Law 114-332, Section 2301)
 - First time Congress has passed legislation allowing states to permit coal ash disposal
 - *Nuclear Energy Innovation and Modernization Act* (S. 2795, reported from committee with bipartisan 17-3 vote)

CHIEF OF STAFF, Office of U.S. Senator James M. Inhofe, Washington, D.C. (2011-present)

- Manage office with 35 staff among the Washington, D.C. and four Oklahoma offices and administer a \$3.2 million annual budget for total operations, personnel, travel, equipment, and technology.
- Develop, supervise, and coordinate the legislative agenda, public outreach, constituent services, and political coordination to implement a long-term strategic plan for the Senator's goals while also responding to time sensitive demands.
- Chief office liaison to Senate and House leadership and the White House other offices of the Oklahoma delegation and principal advisor on Presidential appointments to positions in Oklahoma.
- Principal advisor to the Senator on policy and procedure.
- Regularly write, edit, and approve staff drafts of the Senator's remarks and presentations.
- Negotiated a traditional publishing contract with a publishing house and assisted with editing and contributed to the Senator's book, *The Greatest Hoax*, published in February 2012.
- **DIRECTOR, Friends of Jim Inhofe (FOJI) Campaign Committee**
 - Plan and supervise regular fundraising events in Washington, D.C., Oklahoma, and other cities.
 - Hired 3 full-time campaign staff and 6 contract consultants responsible for fundraising, Internet activity, polling, and political advertising for 2014 re-election resulting in the highest primary (88%) and general (68%) election victories of Senator Inhofe's career.
 - Raised and supervised raising \$4.7 million for 2014 re-election.
 - Worked in various roles in Senator Inhofe's 1994, 1996, and 2008 U.S. Senate campaigns.



- **DIRECTOR**, Fund for a Conservative Future (FFCF) (political action committee)
 - Supervise regular fundraising events in Washington, D.C.
 - Raised and supervised raising over \$1.4 million since 2011.
 - Principal advisor to the Senator on the status of races and polling, provide counsel on contributions, and make contributions to candidates and political committees from FFCF and FOJI.

LEGISLATIVE DIRECTOR, *Office of U.S. Senator James M. Inhofe, Washington, D.C.* (2007-2011)

- Led nine member legislative team advising the Senator on votes and procedure, approved all official office correspondence, and initiated the office's annual office accomplishments report.
- Coordinated with the office communications director on weekly interviews and messaging.
- Approved, wrote, or negotiated legislative and amendment language.
- Surrogate for the Senator in Oklahoma and Washington, D.C.
- Principal Accomplishments:
 - *Tar Creek Superfund Site* – Responsible for provisions in 13 laws over 5 years appropriating \$100 million for remediation and relocation of residents in the #1 NPL superfund site.
 - *Water Resources Development Act, 2007* (Public Law 110-114) – Responsible for seven Oklahoma specific provisions and subsequent implementation by the Corps of Engineers.
 - *Appropriations* – Responsible for three staff team over three fiscal years resulting in approximately \$290 million in financial assistance to nearly 200 individual Oklahoma infrastructure, military, municipal, university, and other recipients in nine federal appropriations bills each year.

COUNSEL, *U.S. Senate Committee on Environment & Public Works, Washington, D.C.* (2003-2007)

- Drafted and negotiated legislation and coordinated Congressional hearings on the Committee's air policy priorities, EPA financial management oversight, and Oklahoma priorities.
- Represented the Committee to constituents, outside lobbyists, and Executive Branch employees in meetings and speeches and provided assistance to members of the Committee and the Senate.
- Principal Accomplishments:
 - *Oklahoma/Tribal Environmental Regulations* (Section 10211, Public Law 109-59) – Authored and negotiated legislation requiring cooperative agreements preventing checkerboard environmental regulation in Oklahoma.
 - *Partners for Fish and Wildlife Act* (Public Law 109-294) – First legislation to write, coordinate hearings, gain outside organization support, and negotiate to enactment.
 - *EPA Grants Oversight* – Conducted oversight of EPA grant awards by interviewing EPA personnel, coordinating a hearing, and producing a committee report.

ASSISTANT DISTRICT ATTORNEY, *14th Judicial District of Oklahoma, Tulsa, Oklahoma* (2001 – 2003)

- Represented the State of Oklahoma in negotiating felony and misdemeanor cases in daily court appearances, motion hearings, preliminary hearings, non-jury and jury trials.
- Surrogate for the District Attorney at domestic violence events.

CONSTITUENT AND FIELD REPRESENTATIVE, *Office of U.S. Senator James M. Inhofe, Oklahoma City, Oklahoma* (1995 – 1999)

- Responsible for constituent services involving the Social Security Administration, Medicaid, Medicare, and other state and federal health agencies and a surrogate for the Senator at events.

E D U C A T I O N

- **Juris Doctor**, *Oklahoma City University*, 2001
 - Member – Oklahoma Bar Association
- **Bachelor of Arts**, Public Administration, *University of Oklahoma*, 1998

(b) (6)



NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) JACKSON, RYAN T.					2. Social Security Number (b) (6)		3. Date of Birth		4. Effective Date 02/22/2017						
FIRST ACTION					SECOND ACTION										
5-A. Code 146		5-B. Nature of Action SES NONCAREER APPT			6-A. Code		6-B. Nature of Action								
5-C. Code V4L		5-D. Legal Authority 5 U.S.C. 3394(A) NONCAREER			6-C. Code		6-D. Legal Authority								
5-E. Code AWM		5-F. Legal Authority OPM FORM 1652			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number					15. TO: Position Title and Number CHIEF OF STAFF A0000000 0013006										
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis		16. Pay Plan ES	17. Occ. Code 0340	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 179700	21. Pay Basis PA	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay 179700		20B. Locality Adj. 0		20C. Adj. Basic Pay 179700		20D. Other Pay 0	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON,DC										
EMPLOYEE DATA															
23. Veterans Preference (b) (6) 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF (b) (6)					
27. REGULARITY (b) (6)					28. Annuitant Indicator 9 NOT APPLICABLE			29. Pay Rate Determinant 0							
30. Retirement Plan KR FERS-RAE & FICA				31. Service Comp. Date (Leave) (b) (6)		32. Work Schedule F FULL-TIME			33. Part-Time Hours Per Biweekly Pay Period						
POSITION DATA															
34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON,DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT (b) (6)		42. EDUC LVL 15		43. SUPV STAT 2		44. POSITION SENSITIVITY HIGH RISK							
45. Remarks SUBJECT TO SATISFACTORY COMPLETION OF ONE YEAR SES PROBATIONARY PERIOD BEGINNING 20170222. EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C) TENURE AS USED FOR 5 U.S.C. 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE. CREDITABLE MILITARY SERVICE: (b) (6) PREVIOUS RETIREMENT COVERAGE: NEVER COVERED APPOINTMENT AFFIDAVIT EXECUTED 02272017. THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 FROZEN SERVICE NONE EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO					50. Signature/Authentication and Title of Approving Official 170483820 / ELECTRONICALLY SIGNED BY: SUZANNE L. ROBERTS ACTG DIR, EXEC RESOURCES DIV, OHR										
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 02/15/2017											



REQUEST FOR PERSONNEL ACTION

SRO Approval

John E Reeder

PART A - Requesting Office (Also complete Part B, items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested Not Create SES Appointment	2. Request Number 10-2017-050
3. For Additional Information Call (Name and Telephone Number) Ramona Miles (HR- Howard Barnett)	4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Michael Flynn Acting Deputy Administrator <i>McFlynn</i> 2/10/17	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Catherine McCabe / Acting Administrator <i>McCabe</i> 2/10/17
7. FROM: Position Title and Number	15. TO: Position Title and Number Chief of Staff

5-A. Code 146	5-B. Nature of Action SES Non career Apppt	6-A. Code	6-B. Nature of Action
5-C. Code V41	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code AWM	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

8. Pay Plan ES	9. Occ. Code 340	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary 179,700	13. Pay Basis PA		
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization A0000000 - US EPA, Office of the Administrator, Immediate Office
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23. Veterans Preference (b) (6)	24. Tenure 0	25. Agency Use	26. Veterans Preference (b) (6)
27. FEGLI (b) (6)	28. Annuitant Indicator	29. Pay Rate 0	30. Retirement Plan KR
31. Service Comp. Date (b) (6)	32. Work Schedule F	33. Part Time Hours Per Biweekly Pay Period 0	34. Position Occupied 3
35. FLSA Category E	36. Appropriation Code 17/18 B 11A ZZZME8S	37. Bargaining Unit Status 8888	38. Duty Station Code 11-0010-001
39. Duty Station Washington, DC 20460			

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
50. Veterans Status	51. Supervisory Status S			

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B. PSB	<i>[Signature]</i>	2/15/17	E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature <i>Ramona Miles</i>	Approval Date
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CONTINUED ON NEXT PAGE



PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐

YES

☐

NO

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

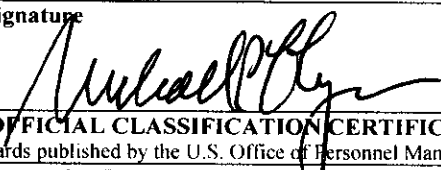

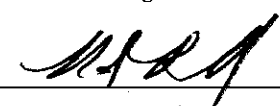
2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

45. Remarks

SUBJECT TO SATISFACTORY COMPLETION OF ONE YEAR SES PROBATIONARY PERIOD BEGINNING 20170222.
EMPLOYEE SUBJECT TO POST-EMPLOYMENT RESTRICTIONS UNDER 18 U.S.C. 207(C)
TENURE AS USED FOR 5 U.S.C. 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE.
CREDITABLE MILITARY SERVICE: (b) (6)
PREVIOUS RETIREMENT COVERAGE: NEVER COVERED
APPOINTMENT AFFIDAVIT EXECUTED 02272017.
THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102
FROZEN SERVICE NONE
EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.



United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPES13006	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
		b. Title	c. Pay Plan	d. Series	e. Grade
Official Allocation	Charge of Staff		ES	0340	DD
4. Supervisor's Recommendation	Chief of Staff		ES	0301	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Ryan Jackson		
7. ORGANIZATION (Give complete organizational breakdown)			c.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of the Administrator			g.		
c. Immediate Office			h. Employing Office Location Washington, DC		
d.			i. Organization Code A0000000		
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Michael Flynn, Acting Deputy Administrator			d. Typed Name and Title of Second-Level Supervisor Catherine McCabe, Acting Administrator		
b. Signature 		c. Date 2/10/17	e. Signature 		f. Date 2/10/17
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation (b) Low (6) Moderate High Security Clearance Required (b) (6)		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code 8888		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___% of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature 	
				j. Date 02/14/17	
11. REMARKS (b) (6)					



Chief of Staff

ES-340

Supervisory Controls

Receives broad general direction and policy guidance from the Administrator. Within this framework, incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.

Major Duties and Responsibilities

1. Serves as Chief of Staff to the Administrator and provides advice and counsel on policy development, planning, coordination, and legislative matters as they relate to the programs of the Agency. Maintains a continuous awareness of the major national policies relating to the programs of EPA and the policies and programs supported and advocated by the Congress and the Administration in order to make recommendations to the Administrator concerning the development and implementation of major policies and programs of the Agency.
2. Provides advice to the Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or program matters. Arranges for the implementation of specific policies and problem solutions developed, including making action assignments to the appropriate organizational element.
3. Keeps informed of important developments affecting policies and operations of the Agency. Advises the Administrator as to significant observations and presents background information, personal opinions, and advice concerning areas of interest. Provides and/or directs staff support for the analysis of action memoranda reaching the Administrator's office.
4. Represents the Administrator and the Agency at all levels of government, including Federal, state, municipal, and county agencies as well as private industry and citizen groups. Provides information and advice concerning the Environmental Protection Agency's activities and programs and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Administrator and of special significance to the national environmental protection effort. Stimulates interest,



elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.

5. Conducts special assignments for the Administrator on matters of special concern to the Agency. Develops assignments on own initiative or in response to requests of the Administrator. Assignments are usually broad based, touching upon wide program areas or activities within the Agency, relationships with other Government agencies, or various segments of industry. Establishes contacts at the highest official level for this purpose, develops information, evaluates findings, and prepares reports incorporating conclusions and specific recommendations. Provides information to the Administrator through personal briefings.

6. Ensures that Assistant Administrators, Associate Administrators and Staff Office Directors are informed of and given an opportunity to comment on proposed actions or decisions affecting their offices or responsibilities. Encourages consultation and communication throughout the Agency to ensure collaboration and understanding of key issues. Represents the Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new, imaginative approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.

7. Serves as a personal and confidential representative of the Administrator with members of the White House staff, members of Congress, Cabinet members and members of their top staff, heads of other independent agencies and commissions and their staffs in matters which affect the Agency and its policies.

8. Attends conferences for the Administrator within EPA to convey the Administrator's point of view, desired emphasis, and goals. Assesses the impact and subsequent relevance of matters discussed and enlists cooperation and stimulates contributions from Agency staff in developing new, imaginative approaches to problems and objectives. Briefs the Administrator on matters discussed and recommendations made.

9. Discusses the objectives of the Agency's programs with the Administrator and the background and purpose of each program, the viewpoints of the program officials, the existing policies and laws pertaining to the programs, and the problems that have been encountered in carrying out the programs. Provides the Administrator with an estimate of the current situation and advises on the probable effect within the Agency of actions the Administrator may wish to take. Engages



in frequent dialogue with the Administrator on the objectives and operations of the Agency in order to represent the long-range view and to provide an element of continuity in the mission of the Agency.

10. Keeps abreast of important developments affecting the Agency's policies and operations, and presents background information and personal viewpoints and advice to the Administrator. Reviews the Administrator's press releases and advance copies of other materials to determine consistency with her announced policies and to detect and forewarn as to possible unfavorable political and/or public reaction or criticism.

11. Manages the political appointees within the Immediate Office of the Administrator, including coordinating activities of Associate Administrators, Special Assistants and Staff Assistants to the Administrator and their staffs.

12. Performs other duties of a close and confidential nature.

